

CS Office Three, LLC / CS Office Four, LLC
As CS Master V, LLC

SMALL BUSINESS SUBCONTRACTING PLAN (MODEL)

I. IDENTIFICATION DATA:

Address: **c/o StonebridgeCarras – 7200 Wisconsin Avenue, Bethesda, MD 20814**

Date Prepared: **September 24, 2015**

Description of Supplies/Services: **Lease of office space to the GSA**

Solicitation Number: **3DC0398**

Contract Number: **N/A**

If submitting an Individual Contract Plan, insert dates below for the contract duration, if known (or insert N/A if the contract does not include specified option period).

Individual Plan Period: Base: 15 years Option 1: N/A

Estimated Contract Value \$500,000,000

Base Period: Option Period 1: \$ _____ Option Period 2: \$ _____

Option Period 3: \$ _____ Option Period 4: \$ _____ (if applicable/Not used for MAS)

Place of Performance: **7200 Wisconsin Avenue, Suite 700, Bethesda, MD 20814**

DUNS Number: **800313988**

If submitting a Commercial Plan, insert dates below:

Commercial Plan Period: N/A

Projected annual sales (Company-wide): N/A

II. TYPE OF PLAN – FAR 19.701 (For definitions, see Cover Page and FAR clause 52.219-9):

 Commercial Plan

 X **Individual Plan**

 Master Plan (incorporated into Individual Plan)

JS
DWR

III. GOALS:

A. The FAR clause at 52.219-9(d) states that the subcontracting plan shall include (1) goals, expressed in terms of percentages of total planned subcontracting dollars, for the use of small business concerns as subcontractors; and (2) A statement of total dollars planned to be subcontracted for an individual contract plan; or the offeror's total projected sales, expressed in dollars, and the total value of projected subcontracts to support the sales for a commercial plan. FAR 19.704(a)(1) requires separate percentage goals for using small business (including Alaskan Native Corporations (ANCs) and Indian tribes), veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business (including ANCs and Indian tribes) and women-owned small business concerns as subcontractors; and (2) A statement of the total dollars planned to be subcontracted and a statement of the total dollars planned to be subcontracted to small business (including ANCs and Indian tribes), veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business (including ANCs and Indian tribes) and women-owned small business concerns. **Commercial plans will always reflect annual company wide goals. Individual plans will reflect contract-specific goals and shall contain separate statements and goals for the basic contract (period) and separately for each option (period). Note that dollars and percentages to large and total small businesses (all inclusive) must equal the total subcontracted to all categories in both dollars and percentages. EACH CONTRACTOR IS EXPECTED TO OFFER THE MAXIMUM PRACTICABLE OPPORTUNITIES TO EACH TYPE OF SMALL BUSINESS CONCERN CONSISTENT WITH THEIR BEST FAITH EFFORTS AND SUPPORTED BY THEIR REPORTS AND RECORDS.**

COMPLETE FORMAT BELOW IF SUBMITTING AN INDIVIDUAL PLAN and note that a separate part is required for the base contract period and for each option period, if any. (Please remove this section and following page if submitting a commercial plan.)

CS Office Three, LLC / CS Office Four, LLC provides the following separate dollar and percentage goals, which are a percentage of the total subcontracting dollars for each business category:

| BASE GOALS are expressed in dollars and percentages of the total dollars planned to be subcontracted. | | |
|---|--------------|---------|
| PLANNED SUBCONTRACTING TO: | DOLLARS | PERCENT |
| 1. Total Dollars to be Subcontracted (2 + 3 = 1) large and all small businesses must equal total amount to be subcontracted (both \$ and %) | \$43,250,146 | 100% |
| 2. Large Businesses (Other than Small) | (b) (4) | (4) |
| 3. All Small Businesses (including ANCs & Indian tribes) | | |
| 4. Veteran-Owned Small Businesses (VOSB) | | |
| 5. Service-Disabled Veteran-Owned Small Businesses (SDVOSB) | | |
| 6. HUBZone Small Business (HUBZone) | | |
| 7. Small Disadvantaged Businesses (SDB) (including ANCs & Indian tribes) | | |
| 8. Women-Owned Small Businesses (WOSB) | | |

If applicable:

| 1 ST OPTION GOALS are expressed in dollars and percentages of total dollars planned to be subcontracted. | | |
|---|---------|---------|
| PLANNED SUBCONTRACTING TO: | DOLLARS | PERCENT |
| 1. Total Dollars to be Subcontracted (2 + 3 = 1) large and all small businesses must equal total amount to be subcontracted (both \$ and %) | | 100% |
| 2. Large Businesses (Other than Small) | | |
| 3. All Small Businesses (including ANCs & Indian tribes) | | |
| 4. Veteran-Owned Small Businesses (VOSB) | | |
| 5. Service-Disabled Veteran-Owned Small Businesses (SDVOSB) | | |
| 6. HUBZone Small Business (HUBZone) | | |
| 7. Small Disadvantaged Businesses (SDB) (including ANCs & Indian tribes) | | |
| 8. Women-Owned Small Businesses (WOSB) | | |

If applicable: **N/A**

| 2ND OPTION GOALS are expressed in dollars and percentages of total dollars planned to be subcontracted. | | |
|---|---------|-------------|
| PLANNED SUBCONTRACTING TO: | DOLLARS | PERCENT |
| 1. Total Dollars to be Subcontracted (2 + 3 = 1) large and all small businesses must equal total amount to be subcontracted (both \$ and %) | | <u>100%</u> |
| 2. Large Businesses (Other than Small) | | |
| 3. All Small Businesses (including ANC's & Indian tribes) | | |
| 4. Veteran-Owned Small Businesses (VOSB) | | |
| 5. Service-Disabled Veteran-Owned Small Businesses (SDVOSB) | | |
| 6. HUBZone Small Business (HUBZone) | | |
| 7. Small Disadvantaged Businesses (SDB) (including ANC's & Indian tribes) | | |
| 8. Women-Owned Small Businesses (WOSB) | | |

If applicable: **N/A**

| 3ND OPTION GOALS are expressed in dollars and percentages of total dollars planned to be subcontracted. | | |
|---|---------|-------------|
| PLANNED SUBCONTRACTING TO: | DOLLARS | PERCENT |
| 1. Total Dollars to be Subcontracted (2 + 3 = 1) large and all small businesses must equal total amount to be subcontracted (both \$ and %) | | <u>100%</u> |
| 2. Large Businesses (Other than Small) | | |
| 3. All Small Businesses (including ANC's & Indian tribes) | | |
| 4. Veteran-Owned Small Businesses (VOSB) | | |
| 5. Service-Disabled Veteran-Owned Small Businesses (SDVOSB) | | |
| 6. HUBZone Small Business (HUBZone) | | |
| 7. Small Disadvantaged Businesses (SDB) (including ANC's & Indian tribes) | | |
| 8. Women-Owned Small Businesses (WOSB) | | |

If applicable: **(LEAVE BLANK FOR MAS)**

| 4TH OPTION GOALS are expressed in dollars and percentages of total dollars planned to be subcontracted. | | |
|---|---------|-------------|
| PLANNED SUBCONTRACTING TO: | DOLLARS | PERCENT |
| 1. Total Dollars to be Subcontracted (2 + 3 = 1) large and all small businesses must equal total amount to be subcontracted (both \$ and %) | | <u>100%</u> |
| 2. Large Businesses (Other than Small) | | |
| 3. All Small Businesses (including ANC's & Indian tribes) | | |
| 4. Veteran-Owned Small Businesses (VOSB) | | |
| 5. Service-Disabled Veteran-Owned Small Businesses (SDVOSB) | | |
| 6. HUBZone Small Business (HUBZone) | | |
| 7. Small Disadvantaged Businesses (SDB) (including ANC's & Indian tribes) | | |
| 8. Women-Owned Small Businesses (WOSB) | | |

B. FAR 19.704(a)(3) and the clause at 52.219-9(d)(3) requires a description of the principal types of supplies and services to be subcontracted and an identification of types planned for subcontracting to SB (including ANC's and Indian tribes), VOSB, SDVOSB, HUBZone, SDB (including ANC's and Indian tribes), and WOSB concerns. Check all that apply below, ensuring that at least one item is indicated for each column. If assistance is needed to locate small business sources, contact your local Small Business Administration Commercial Market Representative via www.sba.gov/localresources, or access the Central Contractor Registration (CCR) Dynamic Small Business Search database at www.ccr.gov. You may also post solicitations for small business opportunities on SBA's SUB-Net at <https://eweb1.sba.gov/subnet/search/index.cfm>.

The principal types of supplies and/or services that **CS Office Three, LLC / CS Office Four, LLC** anticipates to be subcontracted and the identification of the type of business concern planned are as follows:

Business Category or Size

| CONSTRUCTION Supplies/Services | Large | Small | VOSB | SDVOSB | HUBZone | SDB | WOSB |
|---|----------|----------|----------|----------|----------|----------|----------|
| <u>Paint</u> | | <u>X</u> | | <u>X</u> | | <u>X</u> | |
| <u>Carpet Installation</u> | | <u>X</u> | | | | | <u>X</u> |
| <u>Drywall</u> | | <u>X</u> | <u>X</u> | | | | |
| <u>Electrical</u> | <u>X</u> | | | | | | |
| <u>Mechanical</u> | <u>X</u> | | | | | | |
| <u>Plumbing</u> | <u>X</u> | | <u>X</u> | | | | |
| <u>Supplies</u> | | <u>X</u> | | | <u>X</u> | | |
| LEASE SERVICES Supplies/Services | Large | Small | VOSB | SDVOSB | HUBZone | SDB | WOSB |
| <u>Window Washing</u> | | <u>X</u> | | | | | <u>X</u> |
| <u>Trash Removal</u> | | <u>X</u> | | | | <u>X</u> | |
| <u>Snow Removal</u> | | <u>X</u> | | | <u>X</u> | | |
| <u>Elevator Maintenance</u> | | <u>X</u> | | | | | |
| <u>Security</u> | | <u>X</u> | | <u>X</u> | | | |
| <u>Landscaping</u> | | <u>X</u> | | | | | <u>X</u> |
| <u>Heating</u> | <u>X</u> | | | | | | |

ATTACH ADDITIONAL SHEETS IF NECESSARY (OR REMOVE LINES IF NOT NEEDED)

C. FAR 19.704(a)(4) and the clause at 52.219-9(d)(4) require a description of the method used to develop the subcontracting goals. Explain or state the basis for establishing your proposed goals (i.e. based on historical data and experience, market research, etc.); and provide justification for any low goal(s).

CS Office Three, LLC / CS Office Four, LLC used the following method to develop the subcontracting goals: In accordance with the provisions of FAR 52.219-9(d)(1), **CS Office Three, LLC / CS Office Four, LLC** has elected to develop its subcontracting goals based on percentages of total planned subcontracting dollars for the use SBC/SDB/WOB/HUBZ/VOB/SDVOB's as subcontractors. Specifically all subcontractors that contribute directly to contract performance will be included as a part of each subcontracting plan's commitment goals. When developing subcontracting goals the responsible buyers/subcontract specialist review the applicable bill of material/equipment list to identify those materials and equipment items that can potentially be procured from SBC/SDB/WOB/HUBZ/VOB/SDVOB so that the SBLO can be advised accordingly. The total PLAN dollars available to subcontract with SBC/SDB/WOB/HUBZ/VOB/SDVOB's is then allocated between these groups as goals. Direct commitments are incorporated in these estimates. The principal material/equipment items to be procured and the names of potential SBC/SDB/WOB/HUBZ/VOB/SDVOB sources will be identified for subsequent inclusion in this PLAN and **CS Office Three, LLC / CS Office Four, LLC** negotiated contracts.

D. FAR 19.704(a)(5) and clause 52.219-9(d)(5) require a description of the method used to identify potential sources for solicitation purposes (e.g., existing company source lists, the Central Contractor Registration database (CCR), veterans service organizations, the National Minority Purchasing Council Vendor Information Service, the Research and Information Division of the Minority Business Development Agency in the Department of Commerce, or small, HUBZone, small disadvantaged, and women-owned small business trade associations). A firm may rely on the information contained in CCR as an accurate representation of a concern's size and ownership characteristics for the purposes of maintaining SB, VOSB, SDVOSB, HUBZone, SDB, and WOSB source list. Use of CCR



as its source list does not relieve a firm of its responsibilities (e.g., outreach, assistance, counseling, or publicizing subcontracting opportunities) in this clause.

CS Office Three, LLC / CS Office Four, LLC identifies potential subcontractors using the following source lists and organizations:

Sources utilized to locate qualified small business subcontractors include, notices of subcontracting opportunities on the Central Contractors Registration (CCR) Database, www.ccr.gov, contacting minority and small business trade associations, small business utilization offices and Procurement Technical Assistance Program (PTAP) organizations in a variety of federal agencies. Attending small business procurement conferences and networking events searching DOD's Central Contracting Registration.

E. FAR 19.704(a)(6) and clause 52.219-9(d)(6) require a statement as to whether or not the offeror included indirect costs in establishing subcontracting goals, and a description of the method used to determine the proportionate share of indirect costs to be incurred with SB (including ANCs and Indian tribes), VOSB, SDVOSB, HUBZone, SDB (including ANCs and Indian tribes), and WOSB concerns. NOTE: indirect costs represent the expenses of doing business that are NOT easily identified with a specific project (i.e. contract or grant) but are generally recognized as ordinary and necessary for the general operation of the contractor's organization and the conduct of activities it performs. Types of indirect costs include overhead (e.g. facility/utility & supplies cost), general and administrative (G&A), and fringe benefits (e.g. services or benefits provided to employees such as health insurance, payroll taxes, pension contribution, etc).

Indirect costs _____ HAVE BEEN (or) X HAVE NOT BEEN included in the dollar and percentage subcontracting goals stated above.

If indirect costs HAVE been included, the method used to determine the proportionate share of indirect costs to be incurred with small business concerns was as follows:

Indirect and overhead costs have been included in the percentage subcontracting goals and the assumed dollar equivalents. The dollar value of each subcontract awarded will cover the subcontractor's indirect and overhead costs. Additionally, some support services that might be included as indirect or overhead costs in a cost-based contract will be performed under subcontract. No **CS Office Three, LLC / CS Office Four, LLC** indirect or overhead costs have been allocated to or apportioned among subcontractors over and above each subcontractors own indirect and overhead costs.

IV. PROGRAM ADMINISTRATOR:

FAR 19.704(a)(7) and clause 52.219-9(d)(7) require the name of an individual employed by the offeror who will administer the offeror's subcontracting program, and a description of the duties of the individual. Please add the contact information for this person (telephone number, fax number and/or email address), in case of questions and provide an alternate point of contact if applicable.

Name: **Karen Haughney,**
Title/Position: **Director of Property Management**
Address: **145 N Street, NE, Suite 100**
City/State/Zip Code: **Washington, DC 20002**
Telephone number: **202-898-0003**
Fax number:
Email Address: **haughney@stonebridgecarras.com**

Alternate POC with contact information: **Douglas Firstenberg, StonebridgeCarras, 301-913-9610**

Duties: In accordance with clause 52.219-9(d)(11)(e), in order to effectively implement this plan to the extent consistent with efficient contract performance, the contractor shall perform the following functions:

1. Assist SB, VOSB, SDVOSB, HUBZone, SDB and WOSB concerns by arranging solicitations, time for the preparation of bids, quantities, specifications, and delivery schedules so as to facilitate the participation by such

concerns. Where the Contractor's lists of potential SB, VOSB, SDVOSB, HUBZone, SDB and WOSB subcontractors are excessively long, reasonable effort shall be made to give all such small business concerns an opportunity to compete over a period of time.

2. Provide adequate and timely consideration of the potentialities of SB, VOSB, SDVOSB, HUBZone, SDB and WOSB concerns in all "make-or-buy" decisions.
3. Counsel and discuss subcontracting opportunities with representatives of SB, VOSB, SDVOSB, HUBZone, SDB and WOSB firms.
4. Confirm that a subcontractor representing itself as a HUBZone small business concern is identified as a certified HUBZone small business concern by accessing the Central Contractor Registration (CCR) database or by contacting SBA.
5. Provide notice to subcontractors concerning penalties and remedies for misrepresentations of business status as SB, VOSB, SDVOSB, HUBZone, SDB and WOSB for the purpose of obtaining a subcontract that is to be included as part or all of a goal contained in the Contractor's subcontracting plan.
6. Develop and promote company/division policy statements that demonstrate the company's/division's support for awarding contracts and subcontracts to SB, VOSB, SDVOSB, HUBZone, SDB and WOSB concerns.
7. Develop and maintain bidders' lists of SB, VOSB, SDVOSB, HUBZone, SDB and WOSB concerns from all possible sources.
8. Ensure periodic rotation of potential subcontractors on bidders' lists.
9. Ensure that SB, VOSB, SDVOSB, HUBZone, SDB and WOSB concerns are included on the bidders' list for every subcontract solicitation for products and services they are capable of providing.
10. Ensure that subcontract procurement "packages" are designed to permit the maximum possible participation of SB, VOSB, SDVOSB, HUBZone, SDB and WOSB concerns
11. Review subcontract solicitations to remove statements, clauses, etc., which might tend to restrict or prohibit SB, VOSB, SDVOSB, HUBZone, SDB and WOSB concerns.
12. Ensure that the subcontract bid proposal review board documents its reasons for not selecting any low bids submitted by SB, VOSB, SDVOSB, HUBZone, SDB and WOSB concerns.
13. Oversee the establishment and maintenance of contract and subcontract award records.
14. Attend or arrange for the attendance of company counselors at Business Opportunity Workshops, Minority Business Enterprise Seminars, Trade Fairs, etc.
15. Directly or indirectly counsel SB, VOSB, SDVOSB, HUBZone, SDB and WOSB concerns on subcontracting opportunities and how to prepare bids to the company.
16. Conduct or arrange training for purchasing personnel regarding the intent and impact of Section 8(d) of the Small Business Act on purchasing procedures.
17. Develop and maintain an incentive program for buyers that support the subcontracting program.

18. Monitor the company's performance and make any adjustments necessary to achieve the subcontract plan goals.

19. Prepare and submit timely reports.

20. Coordinate the company's activities during compliance reviews by Federal agencies.

IF YOUR PROGRAM ADMINISTRATOR WILL PERFORM ADDITIONAL SUBCONTRACTING DUTIES NOT SHOWN ABOVE, PLEASE IDENTIFY THEM HERE:

21. Additional Duties:

V. EQUITABLE OPPORTUNITY:

FAR 19.704(a)(8) and clause 52.219-9(d)(8) require a description of the efforts the offeror will make to assure that SB, VOSB, SDVOSB, HUBZone, SDB and WOSB concerns have an equitable opportunity to compete for subcontracts.

CS Office Three, LLC / CS Office Four, LLC will make every effort to ensure that all small business concerns have an equitable opportunity to compete for subcontracts. These efforts may include one or more of the following activities: *(please indicate which of the following apply or adapt list to fit your company's efforts)*

A. Outreach efforts to obtain sources:

☒ X Contacting minority and small business trade associations

☐ Contacting business development organizations

☐ Requesting sources from the Central Contractor Registration (CCR), Dynamic Small Business Search, which integrated data from the SBA PRO-Net database

☐ Attending small and minority business trade fairs and procurement conferences

B. Internal efforts to guide and encourage purchasing personnel:

☐ Presenting workshops, seminars and training programs

☐ Establishing, maintaining and using small, hubzone small, small disadvantaged, women-owned small, veteran-owned small, and service-disabled veteran-owned small business source lists, guides, and other data for soliciting subcontracts

☒ X Monitoring activities to evaluate compliance with the subcontracting plan

C. Other Additional efforts: *(Please describe below.)*

CS Office Three, LLC / CS Office Four, LLC will develop and maintain bidders list of qualified subcontractors. These lists will be established using numerous sources, including those discussed above and conducting capability interviews and past performance assessments of potential subcontractors.

Once the needs are defined and potential subcontractors are identified, **CS Office Three, LLC / CS Office Four, LLC** requests capability statements and associated documentation so we can further expand our understanding of each firm's performance capabilities. **CS Office Three, LLC / CS Office Four, LLC** will also conduct capability interviews and past performance assessments of potential subcontractors.

VI. ASSURANCES OF CLAUSE INCLUSION AND FLOW DOWN:

FAR 19.704(a)(9) and clause 52.219-9(d)(9) require assurances that the offeror will include the clause at 52.219-8, Utilization of Small Business Concerns (see 19.708(a)), in all subcontracts that offer further subcontracting opportunities, and that the offeror will

require all subcontractors (except small business concerns) that receive subcontracts in excess of \$650,000 (\$1,500,000 for construction) to adopt a plan that complies with the requirements of this clause (see 19.708(b)).

CS Office Three, LLC / CS Office Four, LLC agrees to include the FAR Clause 52.219-8, "Utilization of Small Business Concerns" in all subcontracts that offer further subcontracting opportunities, and will require all subcontractors (except small business concerns) that receive subcontracts in excess of \$650,000 (\$1,500,000 for construction) to adopt a plan that complies with the requirements of the clause at 52.219-9, Small Business Subcontracting Plan.

VII. REPORTING AND COOPERATION:

FAR 19.704(a)(10) and clause 52.219-9(d)(10) require assurances that the offeror will do the following:

CS Office Three, LLC / CS Office Four, LLC agrees to:

- (10)(i) Cooperate in any studies or surveys as may be required;
- (ii) Submit periodic reports so that the Government can determine the extent of compliance by the offeror with the subcontracting plan;
- (iii) Submit the Individual Subcontract Report (ISR), and the Summary Subcontract Report (SSR) using the Electronic Subcontracting Reporting System (eSRS) (<http://www.esrs.gov>), following the instructions in the eSRS;
- (iv) Ensure that its subcontractors with subcontracting plans agree to submit the ISR and/or the SSR using the eSRS;
- (v) Provide its prime contract number and its DUNS number and the e-mail address of the Government or Contractor official responsible for acknowledging or rejecting the reports, to all first-tier subcontractors with subcontracting plans so they can enter this information into the eSRS when submitting their reports; and
- (vi) Require that each subcontractor with a subcontracting plan provide the prime contract number and its own DUNS number, and the e-mail address of the Government or Contractor official responsible for acknowledging or rejecting the reports, to its subcontractors with subcontracting plans.

Reports are to be submitted within 30 days after the close of each calendar period as indicated in the following chart:

| <u>Calendar Period</u> | <u>Report Due</u> | <u>Date Due</u> | <u>Submit Reports to eSRS with email address for:</u> |
|------------------------|-------------------|-----------------|---|
| 10/01--03/31 | ISR | 04/30 | Contracting Officer/SBTA |
| 04/01--09/30 | ISR | 10/30 | Contracting Officer/SBTA |
| 10/01--09/30 | SSR | 10/30 | Contracting Officer/SBTA |

THE eSRS WEB-BASED REPORTING REQUIREMENT INSTRUCTIONS CAN BE FOUND IN THE ATTACHMENT TO SUBCONTRACTING PLAN TAKEN FROM FAR CLAUSE 52-219-9.

VIII. RECORDKEEPING:

FAR 19.704(a)(11) and clause 52.219-9(d)(11) require a description of the types of records that will be maintained concerning procedures that have been adopted to comply with the requirements and goals in the plan, including establishing source lists; and a description of the efforts to locate SB (including ANCs and Indian tribes), VOSB, SDVOSB, HUBZone, SDB (including ANCs and Indian tribes), and WOSB concerns and award subcontracts to them.

CS Office Three, LLC / CS Office Four, LLC will maintain records concerning procedures that have been adopted to comply with the requirements and goals in the plan, including establishing source lists; and a

description of efforts to locate SB (including ANC's and Indian tribes), VOSB, SDVOSB, HUBZone, SDB (including ANC's and Indian tribes), and WOSB concerns and award subcontracts to them. The records shall include at least the following (on a plant-wide or company-wide basis, unless otherwise indicated):

1. Source lists (e.g., CCR), guides, and other data that identify SB (including ANC's and Indian tribes), VOSB, SDVOSB, HUBZone, SDB (including ANC's and Indian tribes), and WOSB concerns.
2. Organizations contacted in an attempt to locate sources that are SB (including ANC's and Indian tribes), VOSB, SDVOSB, HUBZone, SDB (including ANC's and Indian tribes), and WOSB concerns.
3. Records on each subcontract solicitation resulting in an award of more than \$150,000, indicating:
 - (A) Whether small business concerns were solicited and, if not, why not;
 - (B) Whether veteran-owned small business concerns were solicited and, if not, why not;
 - (C) Whether service-disabled veteran-owned small business concerns were solicited and, if not, why not;
 - (D) Whether HUBZone small business concerns were solicited and, if not, why not;
 - (E) Whether small disadvantaged business concerns were solicited and, if not, why not;
 - (F) Whether women-owned small business concerns were solicited and, if not, why not; and
 - (G) If applicable, the reason award was not made to a small business concern.
4. Records of any outreach efforts to contact
 - (A) Trade associations;
 - (B) Business development organizations;
 - (C) Conferences and trade fairs to locate small, HUBZone small, small disadvantaged, and women-owned small business sources; and
 - (D) Veterans service organizations.
5. Records of internal guidance and encouragement provided to buyers through
 - (A) Workshops, seminars, training, etc.; and
 - (B) Monitoring performance to evaluate compliance with the program's requirements.
6. On a contract-by-contract basis, records to support award data submitted by the offeror to the Government, including the name, address, and business size of each subcontractor. ***Contractors having commercial plans need not comply with this requirement.***
7. Other records to support your compliance with the subcontracting plan: *(Please describe below.)*

IX. STATUTORY REQUIREMENTS (Found at FAR 19.702)

- Any contractor receiving a contract for more than the simplified acquisition threshold must agree in the contract that SB (including ANC's and Indian tribes), VOSB, SDVOSB, HUBZone, SDB (including
-

ANCs and Indian tribes), and WOSB concerns will have the maximum practicable opportunity to participate in contract performance consistent with its efficient performance.

- It is further the policy of the United States that its prime contractors establish procedures to ensure the timely payment of amounts due pursuant to the terms of their subcontracts with SB (including ANCs and Indian tribes), VOSB, SDVOSB, HUBZone, SDB (including ANCs and Indian tribes), and WOSB concerns.
- See 19.702(a)(1) for requirements that are imposed in negotiated acquisitions, and (a)(2) for requirements that are imposed in sealed bidding acquisitions.
- As stated in 15 U.S.C. 637(d)(8), any contractor or subcontractor failing to comply in good faith with the requirements of the subcontracting plan is in **material breach of its contract**. Further, 15 U.S.C. 637(d)(4)(F) directs that a contractor's **failure to make a good faith effort** to comply with the requirements of the subcontracting plan shall result in the imposition of liquidated damages (see 19.702(c) and 19.705-7).

X. DESCRIPTION OF GOOD FAITH EFFORT (Also refer to 13 CFR 125.3(d), *Determination of Good Faith Effort*)

In order to demonstrate your compliance with a good faith effort to achieve the small business subcontracting goals, outline the steps below that your company plans to take.

CS Office Three, LLC / CS Office Four, LLC will take the following steps to demonstrate compliance with a good faith effort in achieving small business subcontracting goals:

The above requirements will be negotiated with the contracting officer prior to approval. The contracting officer must ensure per FAR 19.705-5(a)(5) that an acceptable plan is incorporated into and made a material part of the contract.

SIGNATURE REQUIRED: *Plan must be signed and dated by a company official to be valid*

This subcontracting plan was SUBMITTED by:

(b) (6)

Signature: _____

Typed Name: **Douglas M. Firstenberg**

Company Title: **Managing Member**

Date Signed: **9/24/2015**

Government Contracting Officer APPROVAL:

(b) (6)

Signature: _____

Printed Name: J. T. Beresford

Agency: GSA

Date Signed: 10/8/15

REPORTING INSTRUCTIONS FOR CONTRACTORS

Electronic Subcontracting Reporting System web-based reporting requirements found at FAR clause 52.219-9(l):

The Contractor shall submit ISRs and SSRs using the web-based eSRS at <http://www.esrs.gov>. Purchases from a corporation, company, or subdivision that is an affiliate of the prime Contractor or subcontractor are not included in these reports. Subcontract award data reported by prime Contractors and subcontractors shall be limited to awards made to their immediate next-tier subcontractors. Credit cannot be taken for awards made to lower tier subcontractors, unless the Contractor or subcontractor has been designated to receive a small business or small disadvantaged business credit from an ANC or Indian tribe.

(1) ISR. This report is **not** required for commercial plans. The report is required for each contract containing an individual subcontract plan and shall be submitted to the Administrative Contracting Officer (ACO) or Contracting Officer, if no ACO is assigned.

(i) The report shall be submitted semi-annually during contract performance for the periods ending March 31 and September 30. A report is also required for each contract within 30 days of contract completion. Reports are due 30 days after the close of each reporting period, unless otherwise directed by the Contracting Officer. Reports are required when due, regardless of whether there has been any subcontracting activity since the inception of the contract or the previous reporting period.

(ii) When a subcontracting plan contains separate goals for the basic contract and each option, as prescribed by FAR 19.704(c), the dollar goal inserted on this report shall be the sum of the base period through the current option; for example, for a report submitted after the second option is exercised, the dollar goal would be the sum of the goals for the basic contract, the first option, and the second option.

(iii) The authority to acknowledge receipt or reject the ISR resides—

(A) In the case of the prime Contractor, with the Contracting Officer; and

(B) In the case of a subcontract with a subcontracting plan, with the entity that awarded the subcontract.

(2) SSR.

(i) Reports submitted under individual contract plans—

(A) This report encompasses all subcontracting under prime contracts and subcontracts with the awarding agency, regardless of the dollar value of the subcontracts.

(B) The report may be submitted on a corporate, company or subdivision (*e.g.* plant or division operating as a separate profit center) basis, unless otherwise directed by the agency.

(C) If a prime Contractor and/or subcontractor is performing work for more than one executive agency, a separate report shall be submitted to each executive agency covering only that agency's contracts, provided at least one of that agency's contracts is over \$650,000 (over \$1,500,000 for construction of a public facility) and contains a subcontracting plan. For DoD, a consolidated report shall be submitted for all contracts awarded by military departments/agencies and/or subcontracts awarded by DoD prime Contractors. However, for construction and related maintenance and repair, a separate report shall be submitted for each DoD component.

(D) For DoD and NASA, the report shall be submitted semi-annually for the six months ending March 31 and the twelve months ending September 30. For civilian agencies, except NASA, it shall be submitted annually for the twelve month period ending September 30. Reports are due 30 days after the close of each reporting period.

(E) Subcontract awards that are related to work for more than one executive agency shall be appropriately allocated.

(F) The authority to acknowledge or reject SSRs in eSRS, including SSRs submitted by subcontractors with subcontracting plans, resides with the Government agency awarding the prime contracts.

(ii) Reports submitted under a commercial plan—

(A) The report shall include all subcontract awards under the commercial plan in effect during the Government's fiscal year.

(B) The report shall be submitted annually, within thirty days after the end of the Government's fiscal year.

(C) If a Contractor has a commercial plan and is performing work for more than one executive agency, the Contractor shall specify the percentage of dollars attributable to each agency from which contracts for commercial items were received.

(D) The authority to acknowledge or reject SSRs for commercial plans resides with the Contracting Officer who approved the commercial plan.

(iii) All reports submitted at the close of each fiscal year (both individual and commercial plans) shall include a Year-End Supplementary Report for Small Disadvantaged Businesses. The report shall include subcontract awards, in whole dollars, to small disadvantaged business concerns by North American Industry Classification System (NAICS) Industry Subsector. If the data are not available when the year-end SSR is submitted, the prime Contractor and/or subcontractor shall submit the Year-End Supplementary Report for Small Disadvantaged Businesses within 90 days of submitting the year-end SSR. For a commercial plan, the Contractor may obtain from each of its subcontractors a predominant NAICS Industry Subsector and report all awards to that subcontractor under its predominant NAICS Industry Subsector.

| | |
|--|--|
| Contracting Officer | (insert e-mail addresses) |
| Small Business Technical Advisor | (email address for specific region/office/service/agency) |
| Subcontracting Manager, Office of Small Business Utilization | (janice.keys@gsa.gov or applicable alternate agency) |
| Small Business Administration Representative (found at www.sba.gov/aboutsba/sbaprograms/gcbd/GC_PCRD1.html) | (use address where contractor is located) |

 DMZ